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RARE BOOK AND MANUSCRIPT LIBRARY

1977-1978

Kenneth A. Lohf

Librarian for Rare Books and Manuscripts

Rare Book Department----------Rudolph Ellenbogen

Manuscript Department---------Bernard R. Crystal

Columbiana Collection---------Paul R. Palmer

Introduction

The focal point of the year for the Rare Book and Manuscript Library, as well as for the Friends of the Columbia Libraries, was the exhibition, "The Centenary of John Masefield's Birth." Nearly a year of planning went into the catalog, co-authored by the Librarian for Rare Books and Manuscripts, the Assistant Librarian for Rare Books Rudolph Ellenbogen, and the Reference Librarian/Bibliographer Alice Schreyer. Published in an edition of one thousand copies and printed by the Harbor Press, the catalog included an essay, "John Masefield: A Memoir," written by Dr. Corliss Lamont, whose generous contribution made publication possible, and whose enthusiasm gave momentum to Columbia's centenary celebration. The reception opening the exhibition in the Rotunda of Low Memorial Library on February 2 was attended by approximately 250 Friends, Library staff, members of the University administration, and other invited guests; and the exhibition, which received wide-spread publicity in America and England, remained on view in the Rotunda until March 3, and thereafter on the third floor of Butler Library throughout the spring and summer.

The membership of the Friends and dues contributions received during the year were at all-time highs. The annual financial statement of the organization is included in Part III of this report. The year's program of the Friends, under the chairmanship of Gordon N. Ray, included, in addition to the Masefield Centenary Exhibition opening, the Fall dinner meeting on October 27 at which the speaker was Professor Robert Nisbet, and the Bancroft Awards Dinner held in the Rotunda on the evening of April 6.

I. Summary of Year's Work

Collection Development and Maintenance

Gifts. Important and valuable research items were added to the collections by means of 165 separate donations received during the year. Valued at $422,712, these donations comprised 2,189 volumes and 660,187 manuscript items. The major gifts, recorded in "Our Growing Collections" in each issue of Columbia Library Columns, included: the first installment of the Paul Lazarsfeld Papers; the Frederick C. Schang Collection of Visiting Cards; the papers of Dr. Ruth Nanda Anshen; the Hester Lynch Piozzi diaries, presented by Professor James Clifford; four drawings by Rockwell Kent, including a design for fabric, "The Palisades," donated by Dr. Corliss Lamont; a group of Harry Scherman's papers received from the Book-of-the-Month Club; the Edwin H. Armstrong Papers, presented by the Armstrong Memorial Research Foundation; an engraved copper plate by Pablo Picasso for the Limited Editions Club's edition of Lysistrata, presented by Helen Macy; the Louis G. Cowan Collection of Soviet World War II posters, presented by the Cowan family; nearly one hundred John Masefield letters written by Frank Sidgwick and Ruth Robinson, presented by Dr. Corliss Lamont; the research papers of

Professor Marshall Kay, presented by Mrs. Kay; the papers of Edward Costikyan; the papers of the literary agency, John Cushman Associates, Inc., donated by James Oliver Brown; and a group of 78 first editions, many inscribed, of primarily French literature, presented by Mrs. Justin O'Brien. Among the most far-reaching of the gifts received this year was the library and papers of the historian, the late Dr. Benjamin Nelson. While nearly twenty thousand volumes went into the Libraries' general and departmental collections, 383 volumes printed before 1800, including five incunabula, were selected for the Rare Book and Manuscript Library.

Purchases. 99 rare editions, 10 collections of papers and printed materials, and 21 manuscripts and drawings were purchased during the year. $53,576 was expended for these purchases, including $1,050 for appraisals; and, in addition, $5,000 was spent for binding and $800 for periodicals and continuation orders. $46,512 represented budgeted funds (including allotments for binding, periodicals and appraisals). Approximately $12,804 represented funds donated to the Library for specific purposes and those generated by the sale of duplicate books and expended during the year. A detailed breakdown is given in Part III of this report.

Duplicates. The sale of 418 duplicate volumes and 215 pieces of ephemera realized $8,514. As in previous years, the funds generated by the sale of unwanted duplicates allowed the Library to make advantageous purchases of collections of letters, manuscripts and books.

Exhibitions. The exhibition, "The Centenary of John Masefield's Birth," mentioned above, was among the most important such exhibitions mounted by the Rare Book and Manuscript Library in recent years. It was shown in the Rotunda of Low Memorial Library from February 2 through March 3, and then moved to Butler Library and re-installed in the third floor exhibition area. Our annual program of public exhibitions on the third floor of Butler Library has included the following exhibits:

Beat Art. March 2 - Sept. 29, 1977.

Ten Collections: Gifts 1977. Sept. 29 - Dec. 14, 1977.

Andrew Cordier at the United Nations. Dec. 15, 1977 - March 6, 1978.

The Centenary of John Masefield's Birth. March 9 - Sept. 15, 1978.

To give public exposure to our resources, and to cooperate with the other cultural institutions, we have lent books, manuscripts and art objects to the following institutions for major exhibitions: the Grolier Club; the Whitney Museum of American Art; and the National Portrait Gallery at the Smithsonian Institution.

Administration

The Bakhmeteff Archive of Russian and East European History and Cutlure was moved to stack 15 of Butler Library during June 1977. During the past year, the Archive, under the administration of Professor William Harkins and the Administrative Committee, has been undergoing an intensive inventory. Dr. Paul Magocsi, Senior Research Fellow of Harvard University's Ukrainian Research Institute, has directed the work, with the assistance of a full-time bibliographic assistant, Dr. Elizabeth K. Valkenier, and a part-time student assistant, Robert Scott. A copy of the inventorist's report is attached in Part III of this report. Beginning on July 1, 1978, the Archive will come under the administration of the University Libraries, and more specifically will become the responsibility of the Rare Book and Manuscript Library. The position of Curator of the Bakhmeteff Archive was described and classified during the spring, and posted and advertised. Candidates were interviewed in May and June, and it is expected that the new Curator will be appointed during the summer and assume the position no later than September 1, the date on which the Archive will again be open for scholarly use on a regular schedule. Servicing of the Archive will be through the Manuscript Reading Room, 833 Butler Library. Working closely with the Librarian for Rare Books and Manuscripts and the Assistant Librarian for Manuscripts, the Curator will assume responsibilities for completing the inventory, processing and cataloging individual collections, servicing the Archive for readers, and performing the various reference duties.

During the year 995 reference and gift letters were written by members of the department.

Staffing and Training

The full-time professional and secretarial staff for the Rare Book and Manuscript Library during the past year was as follows:

Librarian for Rare Books and Manuscripts	Kenneth A. Lohf
Assistant Librarian, Manuscript Department	Bernard R. Crystal
Assistant Librarian, Rare Book Department	Rudolph Ellenbogen
Reference Librarian/Bibliographer, Manuscript Department	Mary B. Bowling
Reference Librarian/Bibliographer, Rare Book Department	Alice Schreyer
Curator, Columbiana Library	Paul R. Palmer
Secretary	Mary Young

All departments of the Library continue to function well, both from the operations and administrative points of view, due to the professionalism and dedication of each member of the staff.

Physical Environment

Now that the area to be occupied by the Bakhmeteff Archive has been determined, we are continuing to shift the least-used collections of books and manuscripts to stack 15. However, at the present rate of expansion of resources it appears that we shall need additional space for both rare books and manuscript collections within the next five years; and it will be necessary to install shelving on the 9th floor in place of the unused cubicles, and on the 8th floor displacing the cubicles, if we are to remain in our present area. To provide office space the new Curator of the Bakhmeteff Archive we have had to re-assign space in the

Library's office, 801 Butler. The secretary's desk and Friends files have been moved to the north half of the room, sharing the space formerly occupied solely by the Librarian; and a partition with glass windows will be installed to separate the two areas. In the south half of the room space has been re-assigned to accommodate the Assistant Librarian for Manuscripts, the Bibliographic Assistant, the Curator of the Bakhmeteff Archive, a desk for manuscript processing, the collection files and the copying machine.

From November through January, the temperature in the stacks was abnormally low (60-64 degrees) for our staff members, several of whom work full-time in the stacks. After repeated complaints to Physical Plant, we were able to obtain the telephone number for the Butler Library/Carman Hall engineer, who was attentive to our needs and was able to regulate the temperature to suit both the requirements for people and books. Unfortunately, we have not been receiving such cooperation from Physical Plant this spring since the air conditioning has been turned on. The temperature at times has climbed into the low 80's, much too high for the preservation of books and manuscripts.

II. Future Prospects

The major role of the Rare Book and Manuscript Library centers on the identification, description, preservation and servicing of rare and unique library materials. Two major problems, which have remained with us since the founding of this Library, have prevented us from fully realizing these goals: the excessively large number of uncataloged volumes held by the Library; and the inadequate and inappropriate reading room and processing facilities for both rare books and manuscripts.

As Mr. Ellenbogen states in his report which follows, the number of uncataloged books in the rare book collections remains at an all-time high of 54,786 volumes. The fact that these uncataloged research materials are not recorded in the University Library's main card catalog means that students and scholars are not aware of the extent and depth of the University Library's resources primarily in the fields of the humanities and the social sciences. Perhaps there will be an improvement in the number of volumes cataloged annually once a full-time bibliographic assistant is appointed, but a modest improvement is not sufficient to bring all our holdings under bibliographic control: what is needed is a balanced program(one that takes into account the early and difficult uncataloged titles), a concerted effort and a feasible plan to eliminate these arrearages.

The Library's present processing areas are make-shift and inadequate, and to give proper care and attention to unique and fragile materials properly designed processing areas are essential. In addition, and more important, reading room facilities are inadequate, and are neither attractive to donors, nor conducive to the systematic study and careful handling of rare books and manuscripts. We must point out again that the Columbia Rare Book and Manuscript Library is

virtually the only major academic institution in the country that does not have facilities commensurate with resources, needs and public image. We cannot fulfill our role as one of the important research libraries in the country until we have properly recorded and cataloged our unique and extensive holdings of rare books, and then placed them in a setting where they can be properly and fully utilized by scholarship.

Rare Book Department

Rudolph Ellenbogen

Bibliographic Control: The Rare Book collections have been increased this year by the addition of 2,488 books through purchase and gift (including volumes from Gifts and Exchanges and those purchased with nondepartmental funds). Our arrearages, after deducting 3,161 volumes cataloged(including transfers), 418 duplicates sold, and 108 volumes sent to other departments,now stand at 54,786 volumes. This year fewer books were cataloged than in any year since 1973-74. If one considers that the number of serial volumes cataloged increased in the past year the monographic cataloging picture is even dimmer.

	Book cataloged Monographs	Serials	Total
1976-77	4,198	507	4,705
1977-78	2,503	658	3,161
Difference	- 1,695	151	- 1,544

A further analysis of these figures reveal that one third of the monographs cataloged were for the Historical Collection of Children's Literature or were post-1850 Engish language monographs for the Seligman Collection. Indeed, a majority of the remaining books were also 19th or 20th century English language trade books. It is hoped that with the hiring of a Bibliographic Assistant, to begin some time within the next couple of months, there will be an improvement in the cataloging picture for the department. However, the work of a Bibliographic Assistant will not improve to an appreciable degree the cataloging of [illegible] books.

There were however four important areas of progress: 1) Approximately 400 English language books for the period 1850-1860 in the Seligman collection were cataloged (leaving about 250 French and German titles for the period); 2) the Natural Science Deposit, a small group of about 150 titles,has almost been completely re-cataloged for the Rare Book Collection; 3) Nancy Barrelle has almost completely worked through a backlog of cataloging problems, some of which had been sent to cataloging as long as twenty years ago; 4) the serials arrearages in the Plimpton Collection and in the Historical Collection of Children's Literature have now been fully cataloged.

This fiscal year also marked the departure of Jane Davies, who for many years cataloged the sixteenth through eighteenth century printed books for the department. Nancy Barrelle has had added to her other duties the responsibility for cataloging these early printed books. It is hoped that additional time will be found in the cataloging department so that there will be a full-time cataloger for these important early printed books.

During the past year, we have continued our activities in describing materials over which there was little or inadequate bibliographic control. Main entry was established and P-slips were typed for the over 700 books in the Nelson gift; ca. 8,500 cards were typed to provide a catalog for the ca. 35,000 cabinet photos, cartes des visite, engravings and photographs in the Dramatic Museum Portrait file. Extensive work was also done in arranging the Program File in this collection. Approximately 2,000 cards were typed for a Smith Documents catalog which will give readers main entry access to the valuable documents in this collection. Finally, the inventory and the filing of cards for the Historical Collection of Children's Literature, transferred from the School of Library Service Library in January 1976, were completed. Approximately 100 titles were unlocated and over 200 were discovered to either lack cards, or need revised or new cataloging. These revisions and recataloging have now been completed.

Preservation and binding: Preservation activities, although showing some statistical gains, remain at a level fairly inconsequential to the size of the preservation problems of the department. Although the number of rare materials returned by the European Book-binding Co., the commercial fine binder, nearly doubled, the figure does not reflect that most of these materials were sent two or three years ago, and that very little new material was sent in an effort to pressure the binder to return material it has been holding. In fact, an estimated $2,000 worth of repairs, representing a substantial portion of our binding budget, remain unreturned (45 items). Perhaps, it should also be pointed out that Gaylord pamphlet binders and special board portfolios in many instances are used in this department as a substitute for proper treatment of the materials.

In addition to the above-mentioned activities two special projects have been worked on during the year 1) all of the Engel posters have been transferred from high-acid folders into acid-free folders; 2) a majority of the papyri which are mounted under glass have been cleaned and separated with paper to prevent them from adhering to each other.

	1976-77	1977-78
Commercial Binding		
Rare Materials	69	120
Other Materials	42	53
Columbia University Bindery		
Special Repairs	23	54
Special Board Portfolios	136	102
Regular Portfolios	0	4
Pam binding	2	23
Rare Book Processing		
Gaylords	750	883
Lactating and Oiling	82	241

Reference and circulation activities: There were 3,657 reader visits this year; 8,879 books and 1,029 manuscripts were used. As in past years the librarians continued to give lectures to graduate students in the School of Library Service and in the English and Comparative Literature department on a wide range of special topics. Extensive amounts of time were spent assisting two doctoral students from the School of Library Service who are preparing a guide to research materials for the study of children's literature at Columbia University. Some of the materials used extensively by scholars were: Cuneiform tablets for a study of Old Babylonian letters and contracts; eighteenth and nineteenth century "readers" from the Plimpton Collection for a content analysis of Aesop's fables; books from the Jeanne d'Arc collection for a book on Joan of Arc in modern French literature; and over 600 manuscript catalogs from our reference collection for a bibliography on the art of letter writing in the Middle Ages.

Manuscript Department

Bernard R. Crystal

Bibliographical Control. The Manuscript Department added by gift, transfer and purchase 683,641 manuscript items this year, increasing last year's holdings of 8,512,546 items to 9,196,187 items. Among these additions were 23 separate and distinct manuscript and archival collections raising the 1976/77 total number of collections from 846 to 869. During the year 780,011 items were processed, considerably larger than the 200,000 to 500,000 items processed in the past half dozen years. In addition, 6,544 individual letters manuscripts and documents were cataloged. This figure is one-half of last year's total, reflecting greater selectivity in the authors cataloged. Also numerous collections had large numbers of files in which individual items are not as significant to researchers as are the contents of these files in the aggregate. These units of arranged items are brought under bibliographical control through the preparation of box, series and folder lists which aid the scholar to select just those categories of documents of particular interest to his research.

We have noticed a radical change in staff moral and in operations of the Department during the first year we have had a full-time clerical assistant to replace our former general assistant positions. The incumbent, David Hawke, has worked into the position, learning the operations of the Deparment quickly, and he has taken over much of the preliminary unpacking, rough sorting and, in some cases, final sorting and arranging of new manuscript and archival collections under the supervision of a librarian. His presence for full-time paging, shelving and shifting of manuscript boxes has been of particular benefit in relieving the librarians of this time-consuming task. This clerical position has brought a continuity to this Department never before possible. In previous years we were dependent upon general assistants, many of whom never stayed long enough to develop the requisite techniques for processing manuscript collections. In addition to keeping up with new acquisitions, the existence of this full-time position has allowed us to dip into our backlog of unarranged collections received over the past 25 years. For example, the David Eugene Smith Papers had numerous bundles of correspondence files never before searched for significant mathematicians and scientists who wrote to the late Teachers College professor of mathematics. The project is now virtually completed.

Reference and Circulation Services. Use of the Manuscript Reading Room has been fairly evenly distributed over the course of the year. Individuals usually spent one-half day or longer with us; and holidays and vacation periods were as busy as the traditional mid-semester peaks. The total number of reader visits, 1,717, was down from last year's 2,051. Non-Columbia users again slightly outnumbered those from the Columbia community.

Circulation averaged approximately 150,000 manuscript items per month with a peak period from August through October 1977, when the average ranged from from 200,000 to 250,000 items. The total number of items used was 1,747,502. Use of oral history declined from last year's 3,577 volumes to this year's 2,843.

A greater number and complexity of mail reference inquiries were detected this year requiring progressively more time to answer. This was due in part to the increasing number of regional and national bibliographical publication projects that seek to locate and describe specialized subject resources in manuscript repositories and archives. The major project this year was that conducted by the American Institute of Physics Center for History ofPhysics, which is compiling a national union list of the paper of physicists and astronomers. One result of our association with this project was the identification of and eventual transfer of Physics Department records for the years 1910-1960, stored in the basement of Pupin. Until the University has the necessary funds to establish a University Archives, this Department continues to preserve the significant records of Columbia's departments of instruction for the 20th century. This will insure scholars working on the history of higher education access to documentation of Columbia's history.

One particular improvement in service of which the staff is justifiably proud is the efficiency, speed and quality of local photocopying inititated last year. At the risk of overstatement, it is due to our new clerical position that we were able to clear away Reprography's six month backlog of photocopy orders at the beginning of the year. We have been able to keep up with the daily requests of readers, usually promising and delivering same day or next day service. The only exception has been extremely large orders placed by mail.

Columbiana Library

Paul R. Palmer

The Columbiana Library has continued its afternoon schedule (1 to 5 p.m., Mondays through Fridays) to the advantage and convenience of users of the collection. The curator has given numerous talks and lectures during the year to students and members of the Columbia University community, as well as to individuals and groups of visitors from outside the University. The collection has been visited by persons from virtually every state in the country, and from many foreign countries. Many visiting guests are referred from offices in Low Library and Hamilton Hall for a tour of the collection, and on such tours the King's College Room is a favorite feature. The Visitor's Service Office in Dodge Hall frequently schedules visits on its programmed tours of the campus to include the Columbiana Library; and the director of the Service frequently requests that the curator give lectures and talks on these occasions. Visitors invariably show much interest in the collection and the history of the University.

Collection development and maintenance. During the year, the curator and his assistant have added 12,700 clippings and pamphlets to the vertical files, and 154 photographs to the collection. Many fine gifts were received from donors, including two signed 18th century documents (one signed by Sir James Jay, brother of John Jay), the generous gift of Winifred A. Myers, of London, England. During this period, 133 books, 529 dissertations, and 65 serials were added to the collection.

Reference and Circulation Services. 1,651 people visited the Columbiana Library in 1977/78, compared to 1,542 in 1976/77. This is the number of registered visitors and does not include administrative officers or personnel who are not requested to register, or casual visitors who just stop in Columbiana for routine information. Columbiana continues to house the readings for the Ad Hoc Faculty Tenure Committees under the direction of the office of the Vice President for Academic Affairs.

1,077 reference questions were answered by the curator during the year, and 279 reference letters were written answering inquiries from all over the world.

The librarian worked intensively with editors and writers of such publications as Columbia Today, Columbia College Today, The Columbian, and a score of other University publications, helping to supply them with both information and visual materials (photographs, engravings, maps, etc.) for their publications. Other publishers, editors and writers came to the curator for information and aid during the year, most notably James Thomas Flexner in writing his best seller, The Young Hamilton: A Biography.

Library Operations and Administration. During the mornings, the curator works in the Rare Book and Manuscript Library, cataloging the College papers, and processing Brander Matthews materials. In the afternoon, in Columbiana, a general assistant is assigned for 15 hours a week. In addition to assisting the curator in supervising the library, the assistant is also assigned the tasks of mounting clippings, filing in the vertical files, shifting books in the stacks, and processing pamphlets and periodicals in Gaylord bindings.

Future Projects. The librarian plans to continue bringing the records and holdings of the various publications issued by Columbia University up-to-date. He also intends to continue weeding the stack area of unwanted materials. It is hoped that some of our most valuable and fragile articles and clippings in the vertical files might be photocopied during the coming months to avoid complete disintegration of some of our most precious resources.

PART III - ADDITIONAL REPORTS

Friends of The Columbia Libraries

535 WEST 114 STREET, NEW YORK, NEW YORK 10027

FINANCIAL STATEMENT

July 1, 1977 - June 30, 1978

Income Account (0311-501-5763)

Balance:	June 30, 1977	$17,980
Income:	Dues Contributions	23,637
	Miscellaneous contributions (including gifts, etc.)	153
	Special purpose gifts	6,100
	Lamont gift for Masefield catalog	4,260
	Ruth Samuel gift (Ulmann Fund)	(2,000)
	Dinner reservations	1,860
	Columns subscriptions and sales	990
	Masefield catalog sales	416
		$55,396
		(2,000)

Operations Account (501-4080-5763)

Expenditures:	Special purpose gift purchases	$ 6,100
	Ulmann Fund deposit	(2,000)
	Friends Endowment Fund transfer (See Note)	10,000
	Stationery, supplies and misc.	791
	Friends' meeting costs	3,104
	Columns (volume XXVI)	11,348
	Masefield catalogue	7,260
		$38,682
		(2,000)
	Balance on June 30, 1978	$16,749

NOTE: As of June 30, 1978, the principal of the Endowment Fund stands at $71,000

Gifts in kind during 1977-1978 totaled $125,723, bringing the total value of gifts and contributions since the establishment of the association in 1951 to $2,572,951.

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
293	12 $ 275.88	8 $11,512.58	1 $ 15.00			$11,803.46
297	14 $ 660.00	7 $ 1,258.15	6 $5,438.25			$ 7,356.40
299				2 $1,050.00		$ 1,050.00
450	2 $1,100.00					$ 1,10
482	13 $5,922.95					$ 5,922.95
483	2 $ 345.84	1 $ 150.00				$ 671.84
484	14 $2,074.00					$ 2,074.00
490	14 $1,446.88	3 $1,175.00				$ 2,621.88
497	16 $11,885.59		2 $1,760.40			$11,885.59
533			2 $1,760.40		1 $2,800.00	$ 4,560.40
534	7 $2,850.00		1 $ 275.00			$ 3,125.00
536	5 $1,405.00					$ 1,405.00
TOTALS:	99 $27,966.14	20 $14,370.73	10 $ 7,389.65	2 $ 1,050.00	1 $ 2,800.00	$53,576.52

Note: In addition to the above, $5,000.00 was expended for binding and $800.00 for periodicals and continuation orders.

Columbia University in the City of New York | *New York, N.Y. 10027*

ARCHIVE OF RUSSIAN AND EAST EUROPEAN
HISTORY AND CULTURE

800 Butler Library

THE ENCLOSED PACKET INCLUDES:

Summary of the Final Report on the Inventory, 2 pages

Final Report on the Inventory, 8 pages

Columbia University in the City of New York | *New York, N.Y. 10027*

ARCHIVE OF RUSSIAN AND EAST EUROPEAN
HISTORY AND CULTURE

800 Butler Library

TO: W. F. Harkins, Chairman
Advisory Committee
Bakhmeteff Archive

July 6, 1978

FROM: Paul R. Magocsi
Inventory consultant

RE: Summary of final report on the inventory

(1) The inventory consultant worked eleven months-- one day per week from August 1977 through June 1978. A full-time assistant worked nine months-- ~~forty~~ thirty-five hours per week from October 1977 through June 1978. A part-time assistant worked seven months-- twenty hours per week, from December 1977 through June 1978.

(2) The Archive consists of 3,601 archival boxes (or the equivalent thereof). The bulk consists of 2,908 boxes numbered according to the decimal system of the previous curator.

(3) It was estimated that the inventory process would last at least one year (12 months). The following figures are based on the 9 months' work of a full-time assistant and the 7 months' work of a part-time assistant.

(4) In less than one year, the inventcrists completed 3,032 archival boxes, which represent 95 per cent of the boxes within the decimal numerical system, or 85 per cent of the whole Archive. This reflects an average of 16.8 boxes described per day as calculated over a nine month period. (The average is actually somewhat higher, since the part-time assistant worked only seven months). The remaining 15 per cent of the inventory process is expected to be completed by the part-time assistant during July and August.

(5) The inventory resulted in 30 notebooks of description sheets (totalling approximately 3,000 sheets) and 12 drawers of various subject indexes (including over 1,800 cards for printed materials).

(6) The success of the inventory process could not have been achieved were it not for the expertise, concern, and diligence brought to the job by Dr. Elizabeth Valkenier and Mr. Robert H. Scott.

(7) A more detailed description of the inventory process and Archive follows.

Columbia University in the City of New York | *New York, N.Y. 10027*

ARCHIVE OF RUSSIAN AND EAST EUROPEAN
HISTORY AND CULTURE

800 Butler Library

TO: W.F. Harkins, Chairman
Advisory Committee
Bakhmeteff Archive

FROM: Paul R. Magocsi
Inventory consultant

RE: Final report on inventory

Procedures:

(1) The inventory consultant was expected to organize and administer the inventory of the Bakhmeteff Archive on Russian and East European History and Culture (hereafter, the archive). He began work on August 5, 1977. After a preliminary survey, it was assumed the inventory process would take at least one year (12 months) to complete.

(2) After screening several candidates, a full-time assistant, Mrs. Elizabeth Valkenier, was chosen, and she began work in October, 1977. A part-time assistant, Mr. Robert Scott, began work in December, 1977.

(3) Although there was a Central Register prepared by the previous curator, Mr. Lev Magerovsky, it soon became clear that this register was an inadequate guide to the complete archive. It was decided to describe systematically every archival box according to the guidelines established by the Columbia University Library's Rare Books and Manuscript Division. These guidelines are outlined on description sheets entitled "Collections of Correspondence and Manuscript Documents".

(4) The archive found by the inventory consultant consisted of an estimated total of 3,601 archival boxes, divided basically into six parts:

a. 2,908 archival boxes numbered in a decimal system from 0.1.1.1 to 31.4.5.1 (also the rough equivalent of 84 archival boxes of oversized materials); b. 112 boxes (numbered 1 to 112) for which a detailed description and index was prepared by E. Valkenier in 1975; c. one collection (Vinnichenko, 138 boxes) for which there is no decimal numerical system; d. 275 unnumbered boxes (including 150 of the Vernadskii collection); e. unopened "recent" aquisitions (estimated to be about 84 archival boxes and found as they were shipped in the first two rows of the archive); and f. 30 boxes of correspondence arranged separately according to the Russian alphabet and the English alphabet (not included in the 3,601 total given above). Finally, there was the Central Register (on xerox sheets, with a second copy on cards) which had been prepared by the previous curator.

(5) The inventory process was of necessity guided by the following principle: only describe that which exists. This means that only in a few instances (where valuable material may have been poorly stored) was material placed in new boxes or the numbers changed.

(6) The decimal numerical system of the former curator was maintained, although most of the archive had to be reshelved so that the numbers were in order and consolidated.

(7) At the suggestion of the Rare Books and Manuscript Division, the correspondence folders were extracted from archival boxes and placed in two vertical filing cabinets (7 drawers).

Results:

(8) The inventory consists basically of three parts: a. 30 black notebooks with approximately 3,000 description sheets; b. 6 boxes with listings of major collections; and c. a card catalog cabinet with 12 different subject drawers.

(9) The 30 black notebooks with description sheets reflect the core of the inventory process. These are arranged alphabetically according to the donor and/or creator of the papers. In some instances, xerox copies of lists of contents (previously prepared) have been attached.

Many collections have more than one description sheet. (The archive of the Russkii obshche-voinskii soius (ROVS), one of the largest, has a notebook unto itself.) This occurred because the material from a single collection might often be located in different boxes, numerically far from each other, and that the progressive inventory process picked up the various parts of such collections at chronologically different times.

Each description sheet is initialed and dated (month and year) in the lower right hand corner by the person who prepared it: PRM (Paul Magocsi); EV or V (Elizabeth Valkenier); and RS or S (Robert Scott).

Two questions on the description sheet often required time-consuming research-- "Source" and "Restrictions on Use". Until April 1978, all attempts were made to answer these questions. Note that whenever the phrase "See box..." plus some number appears under these two headings, this refers to the description sheet of the same collection marked with the indicated number. After April 1978, these questions were answered only if information was readily available. The symbols 00 and 000 indicate that no effort was made to obtain information for a particular description sheet. This abbreviated process was undertaken so as to speed up the inventory process and complete as many boxes as possible before July, 1978. It was assumed that in any case the new archivist/curator would want to check all pertinent correspondence for himself before allowing any collection to be used by a reader.

For an explanation of the phrase "see box 2234 (or 2235)", which appears on the same description sheets, see section (10) on the listings of major collections.

(10) The six boxes with listings of major collections are located below the notebooks of description sheets. These six boxes are collectively known as "box 2234 and box 2235". Thus, whenever these numbers are referred to in the description sheets, reference is made to these six boxes.

The listings are arranged in alphabetical order according to collection. A reference list of all collections included is found in the first box.

(11) The card catalog cabinet consists of 11 drawers, each arranged alphabetically. Drawer 1 contains a subject index for boxes 1 to 112 of the archive.

Drawer 2 contains an index of photos and maps in boxes 1 to 112 of the archive.

Drawer 3 contains microfilms and magnetic tapes found throughout the whole archive.

Drawer 4 indicates collections for which there is no listing in the Central Register.

Drawer 5 indicates collections for which there is no correspondence.

Drawer 6 indicates secret and/or sealed materials. Some of these have not yet been opened. Others refer to materials of a problematic nature, such as government documents which were at one time classified, but for which the classified category may no longer be applicable. This drawer does not contain all materials carrying the designation "sekretnoe khranenie," a term used loosely for several collections which in fact are described in the inventory and which, in some instances, have already been used by readers (see below, section 14).

Drawer 7 indicates missing or withdrawn materials. In a few instances, such materials have subsequently been found.

Drawer 8 indicates materials that arrived via M.V. Shatov. Mr. Shatov stated earlier this academic year that he may withdraw the materials he gave

to the archive. Hence, all of his personal archive has been extracted and placed in a separate row. This drawer indicates those materials for which he served as an agent. Thus, in case Mr. Shatov would request the return of his personal archive as well as materials that came via him, the latter would be obtainable from the information in this drawer.

Drawer 9 indicates collections of importance and/or in need of preservation to which the new curator/archivist should be alerted and which might have higher priority on his list of concerns.

Drawer 10 contains approximately 1800 cards of books, pamphlets, offprints, etc. (often rare and valuable) that deal in some way with Russian and East European culture. Each card includes: author (if indicated); title; place and date of publication; number of archival box in which this item is located (in upper right hand corner); and name of collection folder in which it is located (in lower right hand corner). Because of the time-consuming aspect of this cataloguing process, it was decided in April 1978, that boxes with more than five titles would not have cards made for them at this time. The last section in the drawer is entitled "uncatalogued material"; this gives a complete indication of those boxes and/or collections whose printed materials still have to be catalogued.

Drawer 11 contains cards for serial publications (mostly of émigré provenance). Each card includes: title; numbers or volumes available; number of box and collection where the material is located.

Drawer 12 contains cards for acronyms which the inventorists were not able to decipher, as well as the boxes where they are found. These acronyms, devised by the previous curator, appeared on the folders in each archival box. In most cases, the inventorists wrote out the name in full on each folder or on the box itself (i.e., in those cases in which a whole box contained only one collection).

Recommendations:

(12) The part-time assistant, R. Scott, should continue the description process for the remaining materials. This includes: 168 boxes in the numerical decimal series; 275 unnumbered boxes; an estimated 42 boxes of oversized material; and an estimated 84 boxes of material that was never opened. These remaining categories represent approximately 15 per cent of the entire archive. After this is completed, the list of uncatalogued printed materials should be systematically gone through, so that the catalogue of printed materials (file card catalogue drawer no. 10) would be completed.

(13) The description sheets should be consolidated. That is, collections which now have ten, twenty, or even more description sheets should be described briefly on one sheet. The present, more diverse, but nonetheless more detailed, sheets should be maintained.

(14) The new archivist/curator should evolve a policy regarding the question of so-called secret materials, described euphemistically by various phrases: "sekretnoe khranenie," "ne raskryt' do...," etc. It is not always clear what these phrases actually mean, since it is known that some so-called "secret" materials actually have been used and even cited in the publications of some readers.

The issue of gift vs. purchase under the description sheet heading "Source" is also rather vague. The decision made by the inventorists to indicate that a collection was purchased was based on letters of Mr. Magerovsky to Prof.Mosely requesting money (most often very modest sums) for donors. Prof. Mosely would usually approve a sum and hand write this in the margin of Mr. Magerovsky's request. Nonetheless, the correspondence between Mosely, Magerovsky, and the donors is often unclear, non-commital, vague, or lacking in any statement about whether a collection has been donated to or purchased by Columbia University. The issue becomes problematic if donors ever place claims

on their collections.

(15) Several large libraries (e.g. Denikin/Denikina, Malamuth, Telovich) are now in archival boxes with decimal system numbers. (The Malamuth library is still in cardboard boxes, with decimal numbers, but it is located with "recent" aquisitions). The new archivist/curator might consider whether such libraries should be extracted from archival boxes and shelved separately.

(16) Oversize materials now located in two rows need attention with regard to the deteriorated manner in which they are packaged. Similarly, many archival boxes boxes are overstuffed, causing potential damage to material. A systematic survey of the problem should be undertaken. Drawer 9 in the card catalogue file only indicates those collections in immediate need of attention, but there are many others as well.

(17) The question of extracting all serial publications (especially newspapers) from archival boxes should be considered. In many instances, newspapers are folded and stuffed into boxes, thus hastening their deterioration. Also, with the exception of the coverage (albeit incomplete) given in card catalogue file drawer 11, it is impossible to know the completeness of the file on any one title. Many of these are rare serials of émigré provenance. Perhaps all should be extracted, consolidated according to title and number, microfilmed, and the originals stored in newspaper folders or serials bound.

(18) There are 18 archival boxes of materials that were left in Mr. Magerovsky's office. These contain mostly office supplies, books, etc., but they should be gone through systematically in case items of value to the archive are found. Several folders of correspondence with donors were discovered earlier and placed with the other correspondence.

(19) The 30 archival boxes with correspondence still contain some correspondence. This should be extracted and placed in the vertical file.

(20) The copies of the Central Register should be made usable. The copy

still on xerox paper should be stored in the archive. The copy that has been pasted-up on cards should be sorted out, alphabetized, and consolidated, i.e., the two Cyrillic alphabet sequences and two English alphabet sequences should be combined into one Cyrillic and one English file.

(21) This archive includes very important materials on Russian and some East European developments in the homeland, in particular on Russian social, administrative, military, and political developments in the late nineteenth and early twentieth centuries. But there is no denying the fact that this is an archive primarily built on materials generated in the Emigration, and one that contains a significant percentage of its holdings about that Emigration. Nowhere, perhaps, is there such a comprehensive collection of émigré literary works (published and unpublished) and serial publications from émigré centers in Europe and the United States. This unique aspect of the archive should be realized, and it should continue to serve as the major repository for materials on the multi-faceted history of the Russian emigration.

(22) This report was prepared by Paul R. Magocsi in consultation with Robert H. Scott and Elizabeth Valkenier. Columbia University, July 6, 1978.

RARE BOOK AND MANUSCRIPT LIBRARY

1977-1978

Kenneth A. Lohf

Librarian for Rare Books and Manuscripts

Rare Book Department----------Rudolph Ellenbogen

Manuscript Department---------Bernard R. Crystal

Columbiana Collection---------Paul R. Palmer

Introduction

The focal point of the year for the Rare Book and Manuscript Library, as well as for the Friends of the Columbia Libraries, was the exhibition, "The Centenar of John Masefield's Birth." Nearly a year of planning went into the catalog, authored by the Librarian for Rare Books and Manuscripts, the Assistant Librari for Rare Books Rudolph Ellenbogen, and the Reference Librarian/Bibliographer Alice Schreyer. Published in an edition of one thousand copies and printed by the Harbor Press, the catalog included an essay, "John Masefield: A Memoir," written by Dr. Corliss Lamont, whose generous contribution made publication possible, and whose enthusiasm gave momentum to Columbia's centenary celebration. The reception opening the exhibition in the Rotunda of Low Memorial Library on February 2 was attended by approximately 250 Friends, Library staff, members of the University administration, and other invited guests; and the exhibition, which received wide-spread publicity in America and England, remained on view in the Rotunda until March 3, and thereafter on the third floor of Butler Library throughout the spring and summer.

The membership of the Friends and dues contributions received during the year were at all-time highs. The annual financial statement of the organization is included in Part III of this report. The year's program of the Friends, under the chairmanship of Gordon N. Ray, included, in addition to the Masefield Centenary Exhibition opening, the Fall dinner meeting on October 27 at which the speaker was Professor Robert Nisbet, and the Bancroft Awards Dinner held in the Rotunda on the evening of April 6.

I. Summary of Year's Work

Collection Development and Maintenance

Gifts. Important and valuable research items were added to the collections by means of 165 separate donations received during the year. Valued at $422,712, these donations comprised 2,189 volumes and 660,187 manuscript items. The major gifts, recorded in "Our Growing Collections" in each issue of Columbia Library Columns, included: the first installment of the Paul Lazarsfeld Papers; the Frederick C. Schang Collection of Visiting Cards; the papers of Dr. Ruth Nanda Anshen; the Hester Lynch Piozzi diaries, presented by Professor James Clifford; four drawings by Rockwell Kent, including a design for fabric, "The Palisades," donated by Dr. Corliss Lamont; a group of Harry Scherman's papers received from the Book-of-the-Month Club; the Edwin H. Armstrong Papers, presented by the Armstrong Memorial Research Foundation; an engraved copper plate by Pablo Pic for the Limited Editions Club's edition of Lysistrata, presented by Helen Macy; the Louis G. Cowan Collection of Soviet World War II posters, presented by the Cowan family; nearly one hundred John Masefield letters written by Frank Sidgwick and Ruth Robinson, presented by Dr. Corliss Lamont; the research papers of

Professor Marshall Kay, presented by Mrs. Kay; the papers of Edward Costikyan; the papers of the literary agency, John Cushman Associates, Inc., donated by James Oliver Brown; and a group of 78 first editions, many inscribed, of primarily French literature, presented by Mrs. Justin O'Brien. Among the most far-reaching of the gifts received this year was the library and papers of the historian, the late Dr. Benjamin Nelson. While nearly twenty thousand volumes went into the Libraries' general and departmental collections, 383 volumes printed before 1800, including five incunabula, were selected for the Rare Book and Manuscript Library.

Purchases. 99 rare editions, 10 collections of papers and printed materials, and 21 manuscripts and drawings were purchased during the year. $53,576 was expended for these purchases, including $1,050 for appraisals: and, in addition, $5,000 was spent for binding and $800 for periodicals and continuation orders. $46,512 represented budgeted funds (including allotments for binding, periodicals and appraisals). Approximately $12,804 represented funds donated to the Library for specific purposes and those generated by the sale of duplicate books and expended during the year. A detailed breakdown is given in Part III of this report.

Duplicates. The sale of 418 duplicate volumes and 215 pieces of ephemera realized $8,514. As in previous years, the funds generated by the sale of unwanted duplicates allowed the Library to make advantageous purchases of collections of letters, manuscripts and books.

Exhibitions. The exhibition, "The Centenary of John Masefield's Birth," mentioned above, was among the most important such exhibitions mounted by the Rare Book and Manuscript Library in recent years. It was shown in the Rotunda of Low Memorial Library from February 2 through March 3, and then moved to Butler Library and re-installed in the third floor exhibition area. Our annual program of public exhibitions on the third floor of Butler Library has included the following exhibits:

Beat Art. March 2 - Sept. 29, 1977.

Ten Collections: Gifts 1977. Sept. 29 - Dec. 14, 1977.

Andrew Cordier at the United Nations. Dec. 15, 1977 - March 6, 1978.

The Centenary of John Masefield's Birth. March 9 - Sept. 15, 1978.

To give public exposure to our resources, and to cooperate with the other cultural institutions, we have lent books, manuscripts and art objects to the following institutions for major exhibitions: the Grolier Club: the Whitney Museum of American Art; and the National Portrait Gallery at the Smithsonian Institution.

Administration

The Bakhmeteff Archive of Russian and East European History and Cutlure was moved to stack 15 of Butler Library during June 1977. During the past year, the Archive, under the administration of Professor William Harkins and the Administrative Committee, has been undergoing an intensive inventory. Dr. Paul Magocsi, Senior Research Fellow of Harvard University's Ukrainian Research Institute, has directed the work, with the assistance of a full-time bibliographic assistant, Dr. Elizabeth K. Valkenier, and a part-time student assistant, Robert Scott. A copy of the inventorist's report is attached in Part III of this report. Beginning on July 1, 1978, the Archive will come under the administration of the University Libraries, and more specifically will become the responsibility of the Rare Book and Manuscript Library. The position of Curator of the Bakhmeteff Archive was described and classified during the spring, and posted and advertised. Candidates were interviewed in May and June, and it is expected that the new Curator will be appointed during the summer and assume the position no later than September 1, the date on which the Archive will again be open for scholarly use on a regular schedule. Servicing of the Archive will be through the Manuscript Reading Room, 833 Butler Library. Working closely with the Librarian for Rare Books and Manuscripts and the Assistant Librarian for Manuscripts, the Curator will assume responsibilities for completing the inventory, processing and cataloging individual collections, servicing the Archive for readers, and performing the various reference duties.

During the year 995 reference and gift letters were written by members of the department.

Staffing and Training

The full-time professional and secretarial staff for the Rare Book and Manuscript Library during the past year was as follows:

Librarian for Rare Books and Manuscripts	Kenneth A. Lohf
Assistant Librarian, Manuscript Department	Bernard R. Crys
Assistant Librarian, Rare Book Department	Rudolph Ellenbo
Reference Librarian/Bibliographer, Manuscript Department	Mary B. Bowli
Reference Librarian/Bibliographer, Rare Book Department	Alice Schreyer
Curator, Columbiana Library	Paul R. Palmer
Secretary	Mary Young

All departments of the Library continue to function well, both from the operations and administrative points of view, due to the professionalism and dedication of each member of the staff.

Physical Environment

Now that the area to be occupied by the Bakhmeteff Archive has been determined, we are continuing to shift the least-used collections of books and manuscripts to stack 15. However, at the present rate of expansion of resources it appears that we shall need additional space for both rare books and manuscript collections within the next five years; and it will be necessary to install shelving on the 9th floor in place of the unused cubicles, and on the 8th floor displacing the cubicles, if we are to remain in our present area. To provide office space for the new Curator of the Bakhmeteff Archive we have had to re-assign space in the

Library's office, 901 Butler. [illegible] have been moved to the north wall of the room, [illegible] occupied solely by the Librarian, and a partition with glass windows will be installed to separate the two rooms. In the small half of the room space has been re-assigned to accommodate the Assistant Librarian for Manuscripts, the Bibliographic Assistant, the Curator of the Columbiana Archive, a desk for manuscript processing, the collection files and the copying machine.

From November through January, the temperature in the stacks was chronically low (60-64 degrees) for our staff members, several of whom work full-time in the stacks. After repeated complaints to Physical Plant, we were able to obtain the telephone number for the Butler Library/Avery Hall engineer who was attentive to our needs and was able to regulate the temperature to suit both the requirements for people and books. Unfortunately, we have not been receiving such cooperation from Physical Plant this spring since the air-conditioning has been turned on. The temperature at times has climbed into the low 80's, much too high for the preservation of books and manuscripts.

II. Future Prospects

The major role of the Rare Book and Manuscript Library centers on the identification, description, preservation and servicing of rare and unique library materials. Two major problems, which have remained with us since the founding of this Library, have prevented us from fully realizing these goals: the excessively large number of uncataloged volumes held by the Library; and the inadequate and inappropriate reading room and processing facilities for both rare books and manuscripts.

As Mr. Ellenbogen states in his report which follows, the number of uncataloged books in the rare book collections remains at an all-time high of 54,786 volumes. The fact that these uncataloged research materials are not recorded in the University Library's main card catalog means that students and scholars are not aware of the extent and depth of the University Library's resources primarily in the fields of the humanities and the social sciences. Perhaps there will be an improvement in the number of volumes cataloged annually once a full-time bibliographic assistant is appointed, but a modest improvement is not sufficient to bring all our holdings under bibliographic control: what is needed is a balanced program(one that takes into account the early and difficult uncataloged titles), a concerted effort and a feasible plan to eliminate these arrearages.

The Library's present processing areas are make-shift and inadequate, and to give proper care and attention to unique and fragile materials properly designed processing areas are essential. In addition, and more important, reading room facilities are inadequate, and are neither attractive to donors, nor conducive to the systematic study and careful handling of rare books and manuscripts. We must point out again that the Columbia Rare Book and Manuscript Library is

virtually the only major academic institution in the country that does not have facilities commensurate with resources, needs and public image. We cannot fulfill our role as one of the important research libraries in the country until we have properly recorded and cataloged our unique and extensive holdings of rare books, and then placed them in a setting where they can be properly and fully utilized by scholarship.

Rare Book Department

Rudolph Ellenbogen

Bibliographic Control: The Rare Book collections have been increased this year by the addition of 2,488 books through purchase and gift (including volumes from Gifts and Exchanges and those purchased with nondepartmental funds). Our arrearages, after deducting 3,161 volumes cataloged(including transfers), 418 duplicates sold, and 13 volumes sent to other departments,now stand at 54,786 volumes. This year fewer books were cataloged than in any year since 1973-74. If one considers that the number of serial volumes cataloged increased in the past year the monographic cataloging picture is even dimmer.

	Book cataloged Monographs	Serials	Total
1976-77	4,198	507	4,705
1977-78	2,503	658	3,161
Difference	- 1,695	151	- 1,544

A further analysis of these figures reveal that one third of the monographs cataloged were for the Historical Collection of Children's Literature or were post-1850 Engish language monographs for the Seligman Collection. Indeed, a majority of the remaining books were also 19th or 20th century English language trade books. It is hoped that with the hiring of a Bibliographic Assistant, to begin some time within the next couple of months, there will be an improvement in the cataloging picture for the department. However, the work of a Bibliographic Assistant will not improve to an appreciable degree the cataloging of early printed books.

There were however four important areas of progress: 1) Approximately 400 English language books for the period 1850-1860 in the Seligman collection were cataloged (leaving about 250 French and German titles for the period): 2) the Natural Science Deposit, a small group of about 150 titles,has almost been completely re-cataloged for the Rare Book Collection: 3) Nancy Barrell has almost completely worked through a backlog of cataloging problems, some of which had been sent to cataloging as long as twenty years ago; 4) the serials arrearages in the Plimpton Collection and in the Historical Collection of Children's Literature have now been fully cataloged.

This fiscal year also marked the departure of Jane Davies, who for many years cataloged the sixteenth through eighteenth century printed books for the department. Nancy Barrelle has had added to her other duties the responsibility for cataloging these early printed books. It is hoped that additional time will be found in the cataloging department so that there will be a full-time cataloger for these important early printed books.

During the past year, we have continued our activities in describing materials over which there was little or inadequate bibliographic control. Main entry was established and P-slips were typed for the over 700 books in the Nelson gift; ca. 8,500 cards were typed to provide a catalog for the ca. 35,000 cabinet photos, cartes des visite, engravings and photographs in the Dramatic Museum Portrait file. Extensive work was also done in arranging the Program in this collection. Approximately 2,000 cards were typed for a Smith Document catalog which will give readers main entry access to the valuable documents in this collection. Finally, the inventory and the filing of cards for the Historical Collection of Children's Literature, transferred from the School of Library Service Library in January 1976, were completed. Approximately 100 titles were unlocated and over 200 were discovered to either lack cards, or need revised or new cataloging. These revisions and recataloging have now been completed.

Preservation and binding: Preservation activities, although showing statistical gains, remain at a level fairly inconsequential to the size of the preservation problems of the department. Although the number of rare materials returned by the European Book-binding Co., the commercial fine binder, nearly doubled, the figure does not reflect that most of these materials were sent two or three years ago, and that very little new material was sent in an effort to pressure the binder to return material it has been holding. In fact, an estimated $2,000 worth of repairs, representing a substantial portion of our binding budget, remain unreturned (45 items). Perhaps, it should also be pointed out that Gaylord pamphlet binders and special board portfolios in many instances are used in this department as a substitute for proper treatment of the materials.

In addition to the above-mentioned activities two special projects have been worked on during the year 1) all of the Engel posters have been transferred from high-acid folders into acid-free folders; 2) a majority of the papyri which are mounted under glass have been cleaned and separated with paper to present them from adhering to each other.

	1976-77	1977-78
Commercial Binding		
Rare Materials	69	120
Other Materials	42	53
Columbia University Bindery		
Special Repairs	23	54
Special Board Portfolios	136	102
Regular Portfolios	0	4
Pam binding	2	23
Rare Book Processing		
Gaylords	750	883
Lactating and Oiling	82	241

Reference and circulation activities: There were 3,657 reader visits this year; 8,879 books and 1,029 manuscripts were used. As in past years the librarians continued to give lectures to graduate students in the School of Library Service and in the English and Comparative Literature department on a wide range of special topics. Extensive amounts of time were spent assisting two doctoral students from the School of Library Service who are preparing a guide to research materials for the study of children's literature at Columbia University. Some of the materials used extensively by scholars were: Cuneiform tablets for a study of Old Babylonian letters and contracts; eighteenth and nineteenth century "readers" from the Plimpton Collection for a content analysis of Aesop's fables; books from the Jeanne d'Arc collection for a book on Joan of Arc in modern French literature; and over 600 manuscript catalogs from our reference collection for a bibliography on the art of letter writing in the Middle Ages.

Manuscript Department

Bernard R. Crystal

Bibliographical Control. The Manuscript Department added by gift, transfer and purchase 683,641 manuscript items this year, increasing last year's holdings of 8,512,546 items to 9,196,187 items. Among these additions were 23 separate and distinct manuscript and archival collections raising the 1976/77 total number of collections from 846 to 869. During the year 780,011 items were processed, considerably larger than the 200,000 to 500,000 items processed in the past half dozen years. In addition, 6,544 individual lette manuscripts and documents were cataloged. This figure is one-half of last year's total, reflecting greater selectivity in the authors cataloged. Also numerous collections had large numbers of files in which individual items are not as significant to researchers as are the contents of these files in the aggregate. These units of arranged items are brought under bibliographical control through the preparation of box, series and folder lists which aid the scholar to select just those categories of documents of particular interest to his research.

We have noticed a radical change in staff moral and in operations of the Department during the first year we have had a full-time clerical assistant to replace our former general assistant positions. The incumbent, David Hawke, has worked into the position, learning the operations of the Depart quickly, and he has taken over much of the preliminary unpacking, rough sor and, in some cases, final sorting and arranging of new manuscript and archiv collections under the supervision of a librarian. His presence for full-tim paging, shelving and shifting of manuscript boxes has been of particular bene in relieving the librarians of this time-consuming task. This clerical positi has brought a continuity to this Department never before possible. In previou years we were dependent upon general assistants, many of whom never stayed lo enough to develop the requisite techniques for processing manuscript collecti In addition to keeping up with new acquisitions, the existence of this full-ti position has allowed us to dip into our backlog of unarranged collections re ceived over the past 25 years. For example, the David Eugene Smith Papers had numerous bundles of correspondence files never before searched for signific mathematicians and scientists who wrote to the late [illegible] Colleg of mathematics. The project is now virtually [illegible]

Reference and Circulation Services. Use of the Manuscript Reading Room has been fairly evenly distributed over the course of the year. Individuals usually spent one-half day or longer with us; and holidays and vacation periods were as busy as the traditional mid-semester peaks. The total number of reader visits, 1,717, was down from last year's 2,051. Non-Columbia users again slightly outnumbered those from the Columbia community.

Circulation averaged approximately 150,000 manuscript items per month with peak period from August through October 1977, when the average ranged from from 200,000 to 250,000 items. The total number of items used was 1,747,502. Use of oral history declined from last year's 3,577 volumes to this year's 2,843.

A greater number and complexity of mail reference inquiries were detected this year requiring progressively more time to answer. This was due in part to the increasing number of regional and national bibliographical publication projects that seek to locate and describe specialized subject resources in manuscript repositories and archives. The major project this year was that conducted by the American Institute of Physics Center for History ofPhysics, which is compiling a national union list of the paper of physicists and astronomers. One result of our association with this project was the identification of and eventual transfer of Physics Department records for the years 1910-1960, stored in the basement of Pupin. Until the University has the necessary funds to establish a University Archives, this Department continues to preserve the significant records of Columbia's departments of instruction for the 20th century. This will insure scholars working on the history of higher education access to documentation of Columbia's history.

One particular improvement in service of which the staff is justifiably proud is the efficiency, speed and quality of local photocopying inititated last year. At the risk of overstatement, it is due to our new clerical position that we were able to clear away Reprography's six month backlog of photocopy orders at the beginning of the year. We have been able to keep up with the daily requests of readers, usually promising and [illegible] same day service. The only exception has been extremely long orders placed by mail.

Columbiana Library

Paul R. Palmer

The Columbiana Library has continued its afternoon schedule (1 to 5 p.m., Mondays through Fridays) to the advantage and convenience of users of the collection. The curator has given numerous talks and lectures during the year to students and members of the Columbia University community, as well as to individuals and groups of visitors from outside the University. The collection has been visited by persons from virtually every state in the country, and from many foreign countries. Many visiting guests are referred from offices in Low Library and Hamilton Hall for a tour of the collection, and on such tours the King's College Room is a favorite feature. The Visitor's Service Office in Dodge Hall frequently schedules visits on its programmed tours of the campus to include the Columbiana Library; and the director of the Service frequently requests that the curator give lectures and talks on these occasions. Visitors invariably show much interest in the collection and the history of the University.

Collection development and maintenance. During the year, the curator and his assistant have added 12,700 clippings and pamphlets to the vertical files, and 154 photographs to the collection. Many fine gifts were received from donors, including two signed 18th century documents (one signed by Sir James Jay, brother of John Jay), the generous gift of Winifred A. Myers, of London, England. During this period, 133 books, 529 dissertations, and 65 serials were added to the collection.

Reference and Circulation Services. 1,651 people visited the Columbiana Library in 1977/78, compared to 1,542 in 1976/77. This is the number of registered visitors and does not include administrative officers or personnel who are not requested to register, or casual visitors who just stop in Columbiana for routine information. Columbiana continues to house the readings for the Ad Hoc Faculty Tenure Committees under the direction of the office of the Vice President for Academic Affairs.

1,077 reference questions were answered by the curator during the year, and 279 reference letters were written answering inquiries from all over the world.

The librarian worked intensively with editors and writers of such publications as Columbia Today, Columbia College Today, The Columbian, and a score of other University publications, helping to supply them with both information and visual materials (photographs, engravings, maps, etc.) for their publications. Other publishers, editors and writers came to the curator for information and aid during the year, most notably James Thomas Flexner in writing his best seller, The Young Hamilton: A Biography.

Library Operations and Administration. During the mornings, the curator works in the Rare Book and Manuscript Library, cataloging the College papers, and processing Brander Matthews materials. In the afternoon, in Columbiana, a general assistant is assigned for 15 hours a week. In addition to assisting the curator in supervising the library, the assistant is also assigned the tasks of mounting clippings, filing in the vertical files, shifting books in the stacks, and processing pamphlets and periodicals in Gaylord bindings.

Future Projects. The librarian plans to continue bringing the records and holdings of the various publications issued by Columbia University up-to-date. He also intends to continue weeding the stack area of unwanted materials. It is hoped that some of our most valuable and fragile articles and clippings in the vertical files might be photocopied during the coming year to avoid complete disintegration of some of our most precious resources.

PART III - ADDITIONAL REPORTS

Friends of The Columbia Libraries

535 WEST 114 STREET, NEW YORK, NEW YORK 10027

FINANCIAL STATEMENT

July 1, 1977 - June 30, 1978

Income Account (0311-501-5763)

Balance:	June 30, 1977	$17,980
Income:	Dues Contributions	23,637
	Miscellaneous contributions (including gifts, etc.)	153
	Special purpose gifts	6,100
	Lamont gift for Masefield catalog	4,260
	Ruth Samuel gift (Ulmann Fund)	(2,000)
	Dinner reservations	1,860
	Columns subscriptions and sales	990
	Masefield catalog sales	416
		$55,396
		(2,000)

Operations Account (501-4080-5763)

Expenditures:	Special purpose gift purchases	$ 6,100
	Ulmann Fund deposit	(2,000)
	Friends Endowment Fund transfer (See Note)	10,000
	Stationery, supplies and misc.	791
	Friends' meeting costs	3,104
	Columns (volume XXVI)	11,348
	Masefield catalogue	7,260
		$38,682
		(2,000)
	Balance on June 30, 1978	$16,749

NOTE: As of June 30, 1978, the principal of the Endowment Fund stands at $71,000

Gifts in kind during 1977-1978 totaled $125,723, bringing the total value of gifts and contributions since the establishment of the association in 1951 to $2,572,951.

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPR[illegible]	[illegible]US T[illegible]
293	12 $ 275.88	8 $11,512.58	1 $ 15.00		$11,803.46
297	14 $ 660.00	7 $ 1,258.15	6 $5,438.25		$ 7,356.40
299				2 $1,050.00	$ 1,050.00
450	2 $1,100.00				$ 1,100.00
482	13 $5,922.95				$ 5,922.95
483	2 $ 345.84	1 $ 150.00			$ 671.84
484	14 $2,074.00				$ 2,074.00
490	14 $1,446.88	3 $1,175.00			$ 2,621.88
497	16 $11,885.59		2 $1,760.40		$11,885.59
533			2 $1,760.40		1 $2,800.00 $ 4,560.40
534	7 $2,850.00		1 $ 275.00		$ 3,125.00
536	5 $1,405.00				$ 1,405.00
TOTALS:	99 $27,966.14	20 $14,370.73	10 $ 7,389.65	2 $ 1,050.00	1 $ 2,800.00 $53,576.52

Note: In addition to the above, $5,000.00 was expended for binding and $800.00 for periodicals and continuation orders.

Columbia University in the City of New York | New York, N.Y. 10027

ARCHIVE OF RUSSIAN AND EAST EUROPEAN
HISTORY AND CULTURE

800 Butler Library

13

THE ENCLOSED PACKET INCLUDES:

Summary of the Final Report on the Inventory, 2 pages

Final Report on the Inventory, 8 pages

Columbia University in the City of New York | New York, N.Y. 10027

ARCHIVE OF RUSSIAN AND EAST EUROPEAN
HISTORY AND CULTURE

800 Butler Library

TO: W. F. Harkins, Chairman
Advisory Committee
Bakhmeteff Archive

July 6, 1978

FROM: Paul R. Magocsi
Inventory consultant

RE: Summary of final report on the inventory

(1) The inventory consultant worked eleven months-- one day per week from August 1977 through June 1978. A full-time assistant worked nine months-- ~~forty~~ thirty-five hours per week from October 1977 through June 1978. A part-time assistant worked seven months-- twenty hours per week, from December 1977 through June 1978.

(2) The Archive consists of 3,601 archival boxes (or the equivalent thereof). The bulk consists of 2,908 boxes numbered according to the decimal system of the previous curator.

(3) It was estimated that the inventory process would last at least one year (12 months). The following figures are based on the 9 months' work of a full-time assistant and the 7 months' work of a part-time assistant.

(4) In less than one year, the inventcrists completed 3,032 archival boxes, which represent 95 per cent of the boxes within the decimal numerical system, or 85 per cent of the whole Archive. This reflects an average of 16.8 boxes described per day as calculated over a nine month period. (The average is actually somewhat higher, since the part-time assistant worked only seven months). The remaining 15 per cent of the inventory process is expected to be completed by the part-time assistant during July and August.

(5) The inventory resulted in 30 notebooks of description sheets (totalling approximately 3,000 sheets) and 12 drawers of various subject indexes (including over 1,800 cards for printed materials).

(6) The success of the inventory process could not have been achieved were it not for the expertise, concern, and diligence brought to the job by Dr. Elizabeth Valkenier and Mr. Robert H. Scott.

(7) A more detailed description of the inventory process and Archive follows.

Columbia University in the City of New York | *New York, N.Y. 10027*

ARCHIVE OF RUSSIAN AND EAST EUROPEAN HISTORY AND CULTURE

800 Butler Library

TO: W.F. Harkins, Chairman
Advisory Committee
Bakhmeteff Archive

FROM: Paul R. Magocsi
Inventory consultant

RE: Final report on inventory

Procedures:

(1) The inventory consultant was expected to organise and administer the inventory of the Bakhmeteff Archive on Russian and East European History and Culture (hereafter, the archive). He began work on August 5, 1977. After a preliminary survey, it was assumed the inventory process would take at least one year (12 months) to complete.

(2) After screening several candidates, a full-time assistant, Mrs. Elizabeth Valkenier, was chosen, and she began work in October, 1977. A part-time assistant, Mr. Robert Scott, began work in December, 1977.

(3) Although there was a Central Register prepared by the previous curator, Mr. Lev Magerovsky, it soon became clear that this register was an inadequate guide to the complete archive. It was decided to describe systematically every archival box according to the guidelines established by the Columbia University Library's Rare Books and Manuscript Division. These guidelines are outlined on description sheets entitled "Collections of Correspondence and Manuscript Documents".

(4) The archive found by the inventory consultant consisted of an estimated total of 3,601 archival boxes, divided basically into six parts:

a. 2,908 archival boxes numbered in a decimal system from 0.1.1.1 to 31.4.5.1 (also the rough equivalent of 84 archival boxes of oversized materials); b. 112 boxes (numbered 1 to 112) for which a detailed description and index was prepared by E. Valkenier in 1975; c. one collection (Vinnichenko, 138 boxes) for which there is no decimal numerical system; d. 275 unnumbered boxes (including 150 of the Vernadskii collection); e. unopened "recent" aquisitions (estimated to be about 84 archival boxes and found as they were shipped in the first two rows of the archive); and f. 30 boxes of correspondence arranged separately according to the Russian alphabet and the English alphabet (not included in the 3,601 total given above). Finally, there was the Central Register (on xerox sheets, with a second copy on cards) which had been prepared by the previous curator.

(5) The inventory process was of necessity guided by the following principle: only describe that which exists. This means that only in a few instances (where valuable material may have been poorly stored) was material placed in new boxes or the numbers changed.

(6) The decimal numerical system of the former curator was maintained, although most of the archive had to be reshelved so that the numbers were in order and consolidated.

(7) At the suggestion of the Rare Books and Manuscript Division, the correspondence folders were extracted from archival boxes and placed in two vertical filing cabinets (7 drawers).

Results:

(8) The inventory consists basically of three parts: a. 30 black notebooks with approximately 3,000 description sheets; b. 6 boxes with listings of major collections; and c. a card catalog cabinet with 12 different subject drawers.

(9) The 30 black notebooks with description sheets reflect the core of the inventory process. These are arranged alphabetically according to the donor and/or creator of the papers. In some instances, xerox copies of lists of contents (previously prepared) have been attached.

Many collections have more than one description sheet. (The archive of the Russkii obshche-voinskii soius (ROVS), one of the largest, has a notebook unto itself.) This occurred because the material from a single collection might often be located in different boxes, numerically far from each other, and that the progressive inventory process picked up the various parts of such collections at chronologically different times.

Each description sheet is initialed and dated (month and year) in the lower right hand corner by the person who prepared it: PRM (Paul Magocsi); EV or V (Elizabeth Valkenier); and RS or S (Robert Scott).

Two questions on the description sheet often required time-consuming research-- "Source" and "Restrictions on Use". Until April 1978, all attempts were made to answer these questions. Note that whenever the phrase "See box..." plus some number appears under these two headings, this refers to the description sheet of the same collection marked with the indicated number. After April 1978, these questions were answered only if information was readily available. The symbols 00 and 000 indicate that no effort was made to obtain information for a particular description sheet. This abbreviated process was undertaken so as to speed up the inventory process and complete as many boxes as possible before July, 1978. It was assumed that in any case the new archivist/curator would want to check all pertinent correspondence for himself before allowing any collection to be used by a reader.

For an explanation of the phrase "see box 2234 (or 2235)", which appears on the same description sheets, see section (10) on the listings of major collections.

(10) The six boxes with listings of major collections are located below the notebooks of description sheets. These six boxes are collectively known as "box 2234 and box 2235". Thus, whenever these numbers are referred to in the description sheets, reference is made to these six boxes.

The listings are arranged in alphabetical order according to collection. A reference list of all collections included is found in the first box.

(11) The card catalog cabinet consists of 11 drawers, each arranged alphabetically. Drawer 1 contains a subject index for boxes 1 to 112 of the archive.

Drawer 2 contains an index of photos and maps in boxes 1 to 112 of the archive.

Drawer 3 contains microfilms and magnetic tapes found throughout the whole archive.

Drawer 4 indicates collections for which there is no listing in the Central Register.

Drawer 5 indicates collections for which there is no correspondence.

Drawer 6 indicates secret and/or sealed materials. Some of these have not yet been opened. Others refer to materials of a problematic nature, such as government documents which were at one time classified, but for which the classified category may no longer be applicable. This drawer does not contain all materials carrying the designation "sekretnoe khranenie," a term used loosely for several collections which in fact are described in the inventory and which, in some instances, have already been used by readers (see below, section 14).

Drawer 7 indicates missing or withdrawn materials. In a few instances, such materials have subsequently been found.

Drawer 8 indicates materials that arrived via M.V. Shatov. Mr. Shatov stated earlier this academic year that he may withdraw the materials he gave

to the archive. Hence, all of his personal archive has been extracted and placed in a separate row. This drawer indicates those materials for which he served as an agent. Thus, in case Mr. Shatov would request the return of his personal archive as well as materials that came via him, the latter would be obtainable from the information in this drawer.

Drawer 9 indicates collections of importance and/or in need of preservation to which the new curator/archivist should be alerted and which might have higher priority on his list of concerns.

Drawer 10 contains approximately 1800 cards of books, pamphlets, offprints, etc. (often rare and valuable) that deal in some way with Russian and East European culture. Each card includes: author (if indicated); title; place and date of publication; number of archival box in which this item is located (in upper right hand corner); and name of collection folder in which it is located (in lower right hand corner). Because of the time-consuming aspect of this cataloguing process, it was decided in April 1978, that boxes with more than five titles would not have cards made for them at this time. The last section in the drawer is entitled "uncatalogued material"; this gives a complete indication of those boxes and/or collections whose printed materials still have to be catalogued.

Drawer 11 contains cards for serial publications (mostly of émigré provenance). Each card includes: title; numbers or volumes available; number of box and collection where the material is located.

Drawer 12 contains cards for acronyms which the inventorists were not able to decipher, as well as the boxes where they are found. These acronyms, devised by the previous curator, appeared on the folders in each archival box. In most cases, the inventorists wrote out the name in full on each folder or on the box itself (i.e., in those cases in which a whole box contained only one collection).

Recommendations:

(12) The part-time assistant, R. Scott, should continue the description process for the remaining materials. This includes: 168 boxes in the numerical decimal series; 275 unnumbered boxes; an estimated 42 boxes of oversized material; and an estimated 84 boxes of material that was never opened. These remaining categories represent approximately 15 per cent of the entire archive. After this is completed, the list of uncatalogued printed materials should be systematically gone through, so that the catalogue of printed materials (file card catalogue drawer no. 10) would be completed.

(13) The description sheets should be consolidated. That is, collections which now have ten, twenty, or even more description sheets should be described briefly on one sheet. The present, more diverse, but nonetheless more detailed, sheets should be maintained.

(14) The new archivist/curator should evolve a policy regarding the question of so-called secret materials, described euphemistically by various phrases: "sekretnoe khranenie," "ne raskryt' do...," etc. It is not always clear what these phrases actually mean, since it is known that some so-called "secret" materials actually have been used and even cited in the publications of some readers.

The issue of gift vs. purchase under the description sheet heading "Source" is also rather vague. The decision made by the inventorists to indicate that a collection was purchased was based on letters of Mr. Magerovsky to Prof. Mosely requesting money (most often very modest sums) for donors. Prof. Mosely would usually approve a sum and hand write this in the margin of Mr. Magerovsky's request. Nonetheless, the correspondence between Mosely, Magerovsky, and the donors is often unclear, non-commital, vague, or lacking in any statement about whether a collection has been donated to or purchased by Columbia University. The issue becomes problematic if donors ever place claims

on their collections.

(15) Several large libraries (e.g. Denikin/Denikins, Malamuth, Telovich) are now in archival boxes with decimal system numbers. (The Malamuth library is still in cardboard boxes, with decimal numbers, but it is located with "recent" aquisitions). The new archivist/curator might consider whether such libraries should be extracted from archival boxes and shelved separately.

(16) Oversize materials now located in two rows need attention with regard to the deteriorated manner in which they are packaged. Similarly, many archival boxes boxes are overstuffed, causing potential damage to material. A systematic survey of the problem should be undertaken. Drawer 9 in the card catalogue file only indicates those collections in immediate need of attention, but there are many others as well.

(17) The question of extracting all serial publications (especially newspapers) from archival boxes should be considered. In many instances, newspapers are folded and stuffed into boxes, thus hastening their deterioration. Also, with the exception of the coverage (albeit incomplete) given in card catalogue file drawer 11, it is impossible to know the completeness of the file on any one title. Many of these are rare serials of émigré provenance. Perhaps all should be extracted, consolidated according totitle and number, microfilmed, and the originals stored in newspaper folders or serials bound.

(18) There are 18 archival boxes of materials that were left in Mr. Magerovsky's office. These contain mostly office supplies, books, etc., but they should be gone through systematically in case items of value to the archive are found. Several folders of correspondence with donors were discovered earlier and placed with the other correspondence.

(19) The 30 archival boxes with correspondence still contain some correspondence. This should be extracted and placed in the vertical file.

(20) The copies of the Central Register should be made usable. The copy

still on xerox paper should be stored in the archive. The copy that has been pasted-up on cards should be sorted out, alphabetized, and consolidated, i.e., the two Cyrillic alphabet sequences and two English alphabet sequences should be combined into one Cyrillic and one English file.

(21) This archive includes very important materials on Russian and some East European developments in the homeland, in particular on Russian social, administrative, military, and political developments in the late nineteenth and early twentieth centuries. But there is no denying the fact that this is an archive primarily built on materials generated in the Emigration, and one that contains a significant percentage of its holdings about that Emigration. Nowhere, perhaps, is there such a comprehensive collection of émigré literary works (published and unpublished) and serial publications from émigré centers in Europe and the United States. This unique aspect of the archive should be realized, and it should continue to serve as the major repository for materials on the multi-faceted history of the Russian emigration.

(22) This report was prepared by Paul R. Magocsi in consultation with Robert H. Scott and Elizabeth Valkenier. Columbia University, July 6, 1978.

Columbia University in the City of New York

THE LIBRARIES

Date 9-26-78

To K. Lehf

From C. Mandel

- ☐ for your reply direct
- ☐ what should I reply?
- ☐ for your recommendation
- ☐ to note and return
- ☐ for appropriate action
- ☐ at your request
- ☒ for your information
- ☐ for your file

from my 77/78 annual report.

A29

RARE BOOK AND MANUSCRIPT LIBRARY CATALOGING

Rare Book cataloging was the focus of much attention during 1977/78 as result of staff changes and efforts to make inroads into the enormous 50,000-60,000 volume backlog awaiting cataloging in the Rare Book and Manuscript Library. As noted earlier, Ms. Finn and Ms. Davies left in mid-year and Ms. Barrelle assumed primary responsibility for Rare Book cataloging. Other catalogers who worked on Rare Book Library material included Mr. Felbinger (Science transfers and manuscript catalogs), Mr. Kobasa (post-1850 Seligman), Ms. Hanowsky (Russian), and Ms. Van Tijn (pre-1800 Seligman). In addition 936.5 hours of GA/BA time were devoted to searching and cataloging Rare Book monographs.

While no separate cataloging production statistics were kept for Rare Book, shelf-listing statistics show that 2,503 titles were added to the Rare Book shelflist (exclusive of C.U. dissertations and Columbiana material) in 1977/78. The GA/BA's cataloged approximately 1,200 of these titles. (No figure is available describing how many additional titles were searched by the GA/BA's and passed on to original catalogers.) As 936 hours are fewer than the total available from one F.T.E., a somewhat higher production figure is anticipated from the BA V position which will be deployed in 1978/79. It is also hoped that Mr. Thompson will be able to devote 1 1/2-2 1/2 days per week to Rare Book cataloging in the coming year. However, even if OMC is able to bring its Rare Book production level to 3,500 titles per year, this will, according to Mr. Lohf's estimates, only enable the Department to do little better than keep abreast with annual receipts. Assuming that current receipts from Searching for all departmental libraries remain Original Cataloging's first priority, palpable reduction of the uncataloged Rare Book and Manuscript Library backlog cannot be achieved with present OMC staffing.

On another level, however, there were some significant accomplishments in the Rare Book area in fiscal year 1977/78. Ms. Davies compiled a lengthy set of notes describing descriptive cataloging practices for 16th-18th century monographs which proved extremely helpful to other catalogers and revisors working on this material.

Ms. Barrelle worked through and virtually eliminated a large backlog of "inherited" problem books. Mr. Felbinger completed all but 25 or so titles of the last of the Science Library transfers to the Rare Book Library. His progress was impeded by his supervisor's lack of time to revise his work; otherwise, the Science transfer project would have been completed.

Staff turnover, erratic GA/BA schedules, changes in assignments, and delays in revision created workflow problems for both catalogers and Rare Book Library staff. It is hoped that such problems will be alleviated in 1978/79 when all 18th-20th century material from Rare Book will be searched at a steady rate by a full time BA V.

AVERY ARCHITECTURAL AND FINE ARTS LIBRARY CATALOGING

In July, the Fine Arts Library began its move into the new Avery extension and, although the Fine Arts and Avery collections remained separately classified and shelved, Avery/Fine Arts Library staff began to merge the two card catalogs using the Avery union catalog as a base. Separate card sets using LC subject headings were no longer produced for the Fine Arts Library; only an Avery catalog set is now filed. This change in procedure had little actual affect on OMC staff because double subject heading work is still required: LC subjects for the Union Catalog, and Avery subjects for the Avery catalog. Alanna Siegfried prepared memos for the Cataloging Memos notebooks, one describing the Avery/Fine Arts/Ware catalogs and the other announcing the close of the Fine Arts catalog.

A total of 5,457 titles were shelflisted for Avery/Fine Arts/Ware in fiscal 1977/78; 4,735 of these were for Avery/Fine Arts. The Avery BA's, Susan Jurist and Ellen Stockdale, cataloged approximately 3,550 titles and, thanks to their efforts, the LC copy Avery backlog was reduced by over 1,000 volumes. The Ware cataloging, with both LC copy and original material handled by Mr. Kriz, remained relatively current. Ms. Hanowsky maintained the flow of Russian art books. While OMC thus appears to be adequately staffed in Avery/Fine Arts LC copy work and in Ware and Russian cataloging, original western-European language cataloging remained a problem. The full time Avery cataloger, Ms. Siegfried, was able, with steady work and help from other catalogers, to maintain the flow of priority

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1977 TO JUNE 30, 1978
SUMMARY SHEET: STANDARD PRINTED MATERIALS

	July 1, 1977	Total Added	Total Withdrawn	Net Change	June 30, 1978
Humanistic and Historical Studies Division					
Browsing Room	3,981	-	-	-	3,981
Butler Library					
Central Stacks	1,372,001	23,100	6,487	16,613	1,388,614
Graphic Arts Collection	12,845	217	-	217	13,062
Instructional Library					
Burgess-Carpenter Library	138,190	4,047	997	3,050	141,240
College Library	53,696	65	15	50	53,746
Philosophy Library	13,443	107	3	104	13,547
Library Service Library	87,215	2,111	1,195	916	88,131
Music Library	52,327	1,206	680	526	52,853
Paterno Library	20,536	189	1,576	(1,387)	19,149
Reference Collection	33,779	1,176	485	691	34,470
TOTAL: HUMANISTIC & HISTORICAL STUDIES DIV.	1,788,013	32,218	11,438	20,780	1,808,793
Science and Engineering Division					
Biological Sciences Library	41,082	1,194	747	447	41,529
Chemistry Library	33,016	973	22	951	33,967
Computer Center Library	312	-	-	-	312
Engineering Library	169,569	2,602	1,720	882	170,451
Geology Library	76,496	837	441	396	76,892
Geoscience (Lamont) Library	17,695	796	126	670	18,365
Mathematics Library	23,112	918	91	827	23,939
Physics Library	22,323	842	551	291	22,614
Psychology Library	24,762	941	58	883	25,645
Science Library	72,911	443	58	385	73,296
TOTAL: SCIENCE & ENGINEERING DIV.	481,278	9,546	3,814	5,732	487,010
Social Science Division					
Business Library	309,488	7,928	543	7,385	316,873
Documents Service Center	14,334	11,112	1,650	9,462	23,428
Journalism Library	13,503	218	159	59	13,562
Lehman Library	133,732	12,324	1,607	10,717	144,449
Social Work Library	100,606	3,610	365	3,245	103,851
TOTAL: SOCIAL SCIENCE DIV.	571,663	35,192	4,324	30, 868	602,163
Distinctive Collections					
Avery Library	112,721	2,520	66	2,454	115,175
Fine Arts Library	63,429	2,477	140	2,337	65,766
Ware Library	5,704	740	655	85	5,789
East Asian Library	407,725	9,405	312	9,093	416,818
Health Sciences Library	338,438	10,667	4,017	6,650	345,088
Law and International Law Library	581,475	13,254	736	12,518	593,993
Rare Book and Manuscript Library	363,446	10,211	11	10,200	373,646
Columbiana	17,634	449	1	448	18,082
TOTAL: DISTINCTIVE COLLECTIONS	1,890,572	49,723	5,938	43,785	1,934,357
TOTAL CHANGE IN SIZE OF COLLECTIONS	4,731,526	126,679	25,514	101,165	4,832,691

8/1/78

Dues: $23,467

Columns subj + Sales

15 9.
15 22.50
~~1.50~~ 5.
2.
~~[redacted]~~ $990
~~[redacted]~~
2.50
15.
37.50
15.
105.
120.
22.50
15.
10.
9.
5.
9.
41.
5.
7.50
2.50
5.
7.50

~~[redacted]~~ = $495.

Misc. Contrib + sales

5.
98. (Mariola Plate Refund)
25. (Berg Memorial)
15. (Berg)
10.
$153.

Special Purpose Gifts

~~[redacted]~~
1,400 ✓ (Lamont)
2,800 ✓ (Lamont)
1,900 ✓
$6,100

Lamont Gift (Masefield)

$3,000
1,260
4,260

Dinner Reservations

90.
450.
345.
285.
165.
195.
105
75
30.
120.
$1,860

Masefield sales

96. 7.50
7.50 7.50
7.50 7.50
14. 30.
30. 7.50
22.50 7.50
7.50 7. 7.50
45. 7.50 7.
7.50 7.50 7. $415.50
7.50 7.50 7.50
7. 30. 7.50

Stationary, Supplies

326.57
29.
36.80
67.
333.10
$791.40

Friends Meetings

295
2263
136.09
6.
91.18
312.50
$3103.77

Columns

21.50
451.43
3143.52
477.45
457.
3235.38
398.67
3155.42

$11,348.37

Municipal Court.

520.57
6739.56
7260.43

11305
3.21

ITEMS OF CORRESPONDENCE FOR 1977/78 - 995

Gifts 1977/78: # 422,712.

of which the following
amt. from Friends: $125 723.
2 411, 248
25,467
153
6,100
4,260
2,[illegible]

Manuscript items: 660,[illegible]

volumes: 1,989

Separate donations: 165

Dwps #8,514 418 vols
215 t/volumes

Through 198 :	$4,095.
202 :	1530.
207 :	755.
211 :	1445.
Sub-total	$7,825.
Through 227 :	2,480.
228 :	330.
Sub-total	$10,635
243 :	2,030
246 :	915
Sub-total	$13,580.
259 :	1,475
Sub-total	15,055.

Budgeted 47,512
46,512

53,576
5,800

51 376
46 512

12,804

COLUMBIA UNIVERSITY
INTERDEPARTMENT MEMORANDUM

Date June 7, 1978

To Division and Department Heads

Subject Annual reports

In preparing your annual reports, please leave a left hand margin of at least half an inch to allow for binding. This is especially important on statistical tables, where in the past certain data has often been so close to the edge of the sheet that it has been obscured by the binding.

Jerome Yavarkovsky
Assistant University Librarian
for Planning

csz

Kenneth Lohf
801 Butler Library

COLUMBIA UNIVERSITY
INTERDEPARTMENT MEMORANDUM

Date May 17, 1978

To Division and Department Heads

Subject Annual Reports for 1977/78

Once again, it is the time of year to request annual reports. As you may know, these have proven many times to be valuable both as historical records and as planning aids. Please send two copies of the report for your unit to the Planning Office, 309 Butler Library, by July 31. You may use the structure below and a checklist narrative format if you wish. Where applicable, route one copy through the appropriate Division Head.

1. Summary of the Year's Work

This is the brief narrative record of the year's activities. It should summarize accomplishments or problems for the year just ended, highlighting noteworthy events, progress or activities in the following areas as applicable:

- Reference, instructional, and data base services
- Catalog production, catalog maintenance, indexing, and bibliography preparation
- Circulation, reserves, and interlibrary loan
- Monograph and serial collection development, processing, and preservation
- Administration
- Staffing or training
- Physical environment
- Equipment

2. Future Prospects

Here it is important to identify issues which will contribute to improved library performance. This section should be used to note major plans, opportunities, problems, desirable changes or needs for detailed study which should receive attention. The items listed in the Summary of the Year's Work or any other appropriate categories may be used to present these items.

3. Additional Reports

In this section, please include any statistical material, exhibits, or reports which will enhance the annual report. We will coordinate the preparation of the annual circulation and change in size of collections reports separately, so these need not be included.

Jerome Yavarkovsky
Assistant University Librarian
for Planning

csz

enneth Lohf
501 Butler Library

General Fund

1977/78	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July	1 $ 7.00	7 $10,807.58	Furbank, Grissom Kerouac, Mitchum Eberhart, Wilson			$10,814.58
August						—
September	4 $79.38	1 $705.00	1 $15.00			$ 799.38
October	4 $70.00					$ 70.00
November						—
December	2 $107.00					$ 107.00
January						—
February						—
March	1 $12.50					$ 12.50
April						—
May						—
June						
	275.88	11,512.58	15.00			11,803.46

Allotment: $11,735.

Duplicates

1977/78	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July			1 Burroughs in Sinclair $2,700.00			$ 2,700.00
August		1 $150.00				150.00
September			1 Sinclair material $75.00			75.00
October	5 $402.50	3 Moschetto $213.15				$ 615.65
November	2 $ 90.00	1 [illegible] $800.00	1 [illegible] $541.25			$ 1,431.25
December						—
January		1 Marquis $ 85.00				$ 85.00
February	1 $ 40.00					$ 40.00
March						—
April	1 $ 10.00					$ 10.00
May	5 $117.50	1 $ 10.00	3 $2,122.00			$ 2,249.50
June						
	660.00	1,258.15	5,438.25			7,356.40

Balance in Treasurer's account 6/30/77: $ 2,648 + 7,048 (4/10)

Appraisals

1977/78	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July						—
August						—
September						—
October						—
November				1 $750.00		$ 750.00
December						—
January						—
February						—
March						—
April						—
May				1 $ 300.00		$ 300.00
June						

Allotment: $1,100.

1977/78	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August						—
September						—
October						—
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						

Allotment: 0

1977/78	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July						—
August						—
September						—
October						—
November						—
December						—
January						—
February						—
March	1 $1,100.00					$ 1,100.00
April	1 $900.00					$ 900.00
May						—
June						
						2,000.00

1977/78	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July	5 $1,725.00	Laplace Euclid Legendre				$ 1,725.00
August	5 $2,067.95					$ 2,067.95
September	2 $ 130.00					$ 130.00
October	1 $2,000.00	Tabula				$2,000.00
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						
						5,922.95

Allotment: $5,903

1977/78	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July	2 Savannah $ 345.84		1 Butts $ 176.00			$ 521.84
August						—
September		1 $ 150.00				$ 150.00
October						—
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						
						671.84

Allotment: $672.

1977/78	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July	3 Scott $ 715.00					$ 715.00
August	6 $ 404.00					$ 404.00
September	1 $ 500.00					$ 500.00
October						—
November	3 $ 410.00					$ 410.00
December						—
January						—
February						—
March						—
April						—
May	1 $ 45.00					$ 45.00
June						
						2074.00

Allotment: #2,175.

1977/78	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July	10 Hartford $531.88	3 Forster $1,175.00				$ 1,706.88
August						—
September						—
October	2 Cunard, Masefield $840.00					$ 840.00
November						—
December						—
January						—
February						—
March	1 $ 25.00					$ 25.00
April	1 $ 50.00					$ 50.00
May						—
June						
						2,621.88

Allotment: $2,626.

1977/78	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July	4 $4,319.20	Hermes, Albertus Magnus, Aristotle/Pertamus Ptolemaeus				$ 4,319.20
August	4 $1,911.39					$ 1,911.39
September	3 $2,480.00					$ 2,480.00
October	3 $2,350.00					$ 2,350.00
November						—
December						—
January	1 $ 550.00					$ 550.00
February	1 $ 275.00					$ 275.00
March						—
April						—
May						—
June						
						11,885.59

Allotment: $11,961.

1977/78	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July						—
August						—
September						—
October					4 Bridwell Dept $2800.00	$ 2,800.00
November			1 Masefield $491.40			$ 491.40
December						—
January						—
February						—
March			1 Masefield $1,269.00			$ 1,269.00
April						—
May						—
June						
						4,560.40

Friends Endowment

1977/78	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July	3 Clarke, Masefield $ 650.00					$ 650.00
August						—
September						—
October						—
November	2 Rolfe Eimmart $1,950.00					$1,950.00
December	1 $ 200.00	1 $ 275.00				$ 475.00
January						—
February						—
March						—
April	1 $ 50.00					$ 50.00
May						—
June						
						3,125.00

Allotment: $ 3,124

Miscellaneous Gifts

1977/78	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July						
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						

1977/78	Books	Manuscripts	Collections	Appraisals	Miscellaneous	TOTAL
July	3 Kipling $ 470.00					$ 470.00
August						—
September						—
October						—
November						—
December	2 $ 935.00					$ 935.00
January						—
February						—
March						—
April						—
May						—
June						
						1,405.00

Allotment: $1,416.